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# A JOB with the FOREST SERVICE

A GUIDE TO  
NONPROFESSIONAL EMPLOYMENT





## PREFACE

*The Forest Service receives thousands of letters each year from people who want to know something about the Service—what it does and what kinds of jobs it offers. Most of the questions people ask about nonprofessional employment are answered in this booklet.*

Revised July 1972



# **A JOB with the FOREST SERVICE**

## **A GUIDE TO NONPROFESSIONAL EMPLOYMENT**

### **QUESTIONS AND ANSWERS**

#### **1. What Does the Forest Service Do?**

The Forest Service has the Federal responsibility for national leadership in forestry. This includes top level participation in setting national priorities, formulating programs, and establishing the pattern of Federal policies that relate to man and his natural environment.

But Forest Service responsibilities and interests go beyond forested lands. Forests and related rangeland, grassland, brushland, alpine areas, minerals, water, and wildlife habitat illustrate the variety of natural resources involved in the scope of forestry. Forestry also involves less tangible values such as scenery, air and water quality, recreation, open space, environmental quality, economic strength, and social well-being.



In our complex society, there must be an interrelationship among objectives, policies, and goals.

The Forest Service seeks to foster this by :

- Promoting and achieving a pattern of natural resource uses that will best meet the needs of people now and in the future.
- Protecting and improving the quality of air, water, soil, and natural beauty.
- Helping to preserve and enhance the quality of "open space" in urban and community areas.
- Generating forestry opportunities to accelerate rural community growth.
- Encouraging the growth and development of forestry-based enterprises that readily respond to consumers' changing needs.
- Seeking optimum forest landownership patterns.
- Improving the welfare of the underprivileged.
- Involving the public in forestry policy and program formulation.
- Encouraging the development of forestry throughout the world.
- Expanding public understanding of environmental conservation.
- Developing and making available a firm scientific base for the advancement of forestry.

The Forest Service realizes the importance of being responsive and alert to the changing needs of a dynamic society. Sensitivity to problems and flexibility in solving them are basic to successful leadership in the preservation of our natural environment.



## 2. I Am Not a Professional Forester. What Kind of Work Can I Find in the Forest Service?



The Forest Service needs a competent staff of technicians, aides, skilled workers, clerical personnel, and laborers to assist management in all phases of its work.

Since many National Forests are in mountainous country which becomes snow-covered and inaccessible in the winter, much of the nonprofessional type work must be done during the other three seasons. Tree planting work is usually done in the spring or fall. Fire control work is largely confined to the "fire season," the period of greatest fire danger. In the Western States, this is during the summer, and in the Eastern States, early spring and late fall.

During the summer months, the nonprofessional staff also works on flood control, disease and insect control, brush disposal, timber stand improvement, and construction and maintenance of roads, trails, campgrounds, sanitation facilities, and other buildings.

## 3. How Important Are the Nonprofessional Workers to the Forest Service?

Very important, indeed. Nonprofessionals help the professional do the job he has to do. An engineer's road design for a National Forest is useless unless he has a corps of unskilled, skilled, and supervisory workers to build the road. In this respect, the Forest Service is like any other large organization with its different levels of skills and functions which have to operate harmoniously.

Let's look a bit closer at the categories listed under the second question:

- A. **TECHNICIAN.**—More and more professions are finding that certain tasks that were once performed by the professional can be delegated to the technician. In the Forest Service, this approach has met with great success. Technicians have taken over from the professional foresters such responsible and difficult jobs as supervising on-the-ground operations



in timber sales, recreation-area use, or research activities that require the use of practical skills and experience; collecting, consolidating, sometimes analyzing, reporting, and summarizing data within guides set up by professionals; contacting the public, contractors, and other forest users for information or policy enforcement; or supervising a road survey crew on a road-building project that will make timber accessible for harvesting.

- B. AID.—No organization can exist without people who know how to get the basic or preliminary work done. The Forest Service is no exception. It has always been fortunate in having hard-working aids who not only get the job done, but enjoy doing it.

Aids, even more than technicians, work at a variety of productive tasks that help both the technician and the professional. Some of these tasks are: Scaling logs; marking specific trees and collecting and recording such data as tree heights, tree diameters, and tree mortality; installing, maintaining, and collecting records from rain gages, streamflow recorders, and soil moisture measuring instruments on simple watershed improvement projects; serving on a road survey crew as rodman, rear or head chainman, notekeeper, or level instrument man.

- C. CLERICAL PERSONNEL.—Another important group of support personnel in the Forest Service is the clerical and related staff. Clerical workers are found at all organization levels, including the forest ranger's office. A unit may require the services of one or more of the following: Clerk-typist, voucher examiner, stenographer, mail and file clerk, and dictating-machine transcriber.

- D. SKILLED WORKER.—For construction, maintenance, and fire control projects, the Forest Service requires such skilled workers as carpenters, parachute repairers and packers, welders, cooks, bulldozer operators, and others experienced in specific trades and crafts.

- E. LABORER.—In addition to skilled workers on the numerous National Forest projects, laborers are also needed. Unskilled workers destroy undesirable trees, using poison or other methods; prune trees to improve their quality; build fire-lines; eradicate bushes that transmit the destructive white pine disease known as blister rust; plant seedlings; dig ditches; load and unload equipment and tools; and perform other supervised duties.



#### 4. What Kind of Experience Do I Need to Qualify for a Nonprofessional Job in the Forest Service?



- A. **TECHNICIAN.**—Technicians usually begin working at the GS-5 grade level. Job titles include fire control technician, fire prevention technician, range technician, forestry technician, engineering and survey technician. Candidates for technician positions must have a minimum of 2 years of general experience and 1 year of specialized experience—a total of 3 years.

An example of acceptable general experience for the position of fire control technician would be experience gained in any field of forestry, or related field, that shows the applicant has acquired, and can use, the basic knowledges and skills needed for fire control work.

Substituting high school or other education for parts of the general and specialized experience requirements is permitted. The exact amount of substitution allowed is determined by the nature and length of the subjects studied.

Substituting high school or other education for parts of the general specialized experience requirements is permitted. The exact amount of substitution allowed is determined by the nature and length of the subjects studied.

- B. **AID.**—GS-2 or GS-3 are the beginning grades for fire control aids, fire prevention aids, range aids, forestry aids, engineering aids, and surveying aids. Candidates for aid positions must have at least one-half year of general experience for the GS-2 grade, and 1 year of general experience for the GS-3 grade. In some cases, high school graduation may be substituted for the one-half year of general experience.

The example of general experience shown above for fire control technician would also apply for fire control aid.

- C. **CLERK.**—For Grade GS-2, 6 months of general office experience or graduation from high school is required. For grade GS-3, 1 year of general office experience or 1 academic year



of business or secretarial school, junior college, or college which is in addition to graduation from high school, is required. Applicants must pass tests covering verbal abilities and aptitude for clerical tasks.

**D. SKILLED TRADE AND CRAFT WORKERS.**—Generally, 6 months of experience assisting a journeyman worker is required for eligibility to the helper or apprentice positions, Level 5 on the coordinated Federal Wage System Scale (not to be confused with GS-5, see p. 7, 7D). Usually, each month of day class attendance in a trade school may be substituted for each month of required experience.

**E. LABORER.**—No previous experience or education is required to start as a Laborer, Level 1. However, to perform the various manual tasks, it is necessary to be in good physical condition.

## **5. Are There Any Schools in the United States That Will Prepare Me for the Position of Forestry Technician or Forest and Range Fire Control Technician?**



The following schools offer training and preparation for those interested in a career as forestry technician or forest and range fire control technician in the Forest Service. Other schools may offer similar programs.

### *1-Year Program:*

Lake City Junior College and Forest Ranger School, Lake City, Fla. 32055

North Idaho Junior College, Coeur d'Alene, Idaho 83814

New York State Ranger School, Wanakena, N.Y. 13695

### *2-Year Program:*

N.W. Alabama State Junior College, Phil Campbell, Ala. 35581

Sheldon Jackson Junior College, P.O. Box 479, Sitka, Alaska 99835

College of the Redwoods, Eureka, Calif. 95501

Sierra College, Rocklin, Calif. 95677

Santa Rosa Junior College, Santa Rosa, Calif. 95401

Lassen College, Susanville, Calif. 96130



University of Kentucky, Forestry and Wood Technician School,  
Quicksand, Ky. 41363

Unity College of Liberal Arts and Sciences, Unity, Maine 04988

University of Maine, Orono, Maine 04473

Michigan Technological University, Ford Forestry Center,  
L'Anse, Mich. 49946

Missoula Technical Center, Missoula, Mont. 59801

Flathead Valley Community College, Kalispell, Mont. 59901

University of New Hampshire, Thompson School of Applied  
Science, Durham, N.H. 03824

Paul Smiths College of Arts and Sciences, Paul Smiths, N.Y.  
12970

Haywood Technical Institute, Clyde, N.C. 28721

Wayne Community College, Goldsboro, N.C. 27530

Umpqua Community College, Roseburg, Oreg. 97470

Clatsop Community College, Astoria, Oreg. 97103

Lane Community College, Eugene, Oreg. 97402

Central Oregon Community College, Bend, Oreg. 97701

Salem Tech.-Voc. Community College, Salem, Oreg. 97303

Mount Hood Community College, Gresham, Oreg. 97030

Southwestern Oregon Community College, Coos Bay, Oreg.  
97420

Williamsport Area Community College, Williamsport, Pa. 17701

Pennsylvania State University, Forest Technician Unit, Mont  
Alto, Pa. 17237

Lower Columbia College, Longview, Wash. 98632

Everett Community College, Everett, Wash. 98201

Green River Community College, Auburn, Wash. 98002

Centralia Jr. College, Centralia, Wash. 98531

Wenatchee Valley College, Wenatchee, Wash. 98801

Shoreline Community College, Seattle, Wash. 98122

Yakima Valley Community College, Yakima, Wash. 98902

Glenville State College, Glenville, W. Va. 26351

The North Central School, University of Minnesota, Grand  
Rapids, Minn., offers an intensified 6-month course.

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Training at these schools minimizes the nonforestry basic courses included in a 4-year program leading to a Bachelor of Science degree in forestry. The forestry courses relate to the technician's needs rather than the theory needed by the professional.

Additional information can be obtained directly from the schools listed.



## **6. Will Taking Correspondence Courses Help Me Get a Job With the Forest Service?**

The Forest Service cannot attempt to evaluate the merits of individual correspondence school courses. However, if the correspondence course is accepted for credit by resident colleges or State universities, it may be credited toward basic education or experience requirements. Those correspondence courses which are not accredited by resident colleges or State universities do not count toward the basic requirements. However, they do count toward bonus points in the qualifying process. That is, an applicant with the basic qualifying requirements would get some extra consideration if he had shown a keen interest in self-improvement, as demonstrated by having successfully completed such courses.

## **7. What Are the Starting Salaries for Nonprofessionals in the Forest Service?**

General Schedule (GS) salaries are reviewed frequently and changes made or recommended to Congress as needed. Therefore, the salaries listed are the prevailing rates as of the issue date of this publication.

A. **TECHNICIAN**—Technicians usually enter the Forest Service in grade GS-5 at a salary of \$7,319 per year. (Though the technician and the professional may start their careers at the same grade, the professional, because of his broader educational background, will usually have greater job opportunities open to him and will frequently advance more rapidly and to a higher level than will the technician.)

B. **AID**—Aids usually enter the Forest Service in grade GS-2 at a salary of \$5,166 or GS-3 at \$5,828 per year.

C. **CLERK**—Clerks usually enter the Forest Service in grade GS-2 at \$5,166 or grade GS-3 at \$5,828 per year.

Wages for tradesmen, craftsmen, and laborers are based on rates paid by non-Government concerns for similar work in the area in which the job is located. Coordinated Federal Wage System Schedules are published once a year based on a survey of geographic areas.



## **8. How Are Higher Grade Nonprofessional Positions Filled in the Forest Service?**

The Forest Service is a firm believer in utilizing skills, qualifications, and experience to the fullest by placing employees in positions for which they are best fitted and in which they will be satisfied and give their best performance. It is the policy of the Forest Service to fill vacancies in higher grade positions by promoting employees who have shown their ability to do more responsible work, without regard to race, color, religion, sex, national origin, politics, marital status, physical handicap, personal relationship, age, or membership, or non-membership in an employee organization.

## **9. Do I Have To Take a Civil Service Examination To Be Eligible for Appointment?**

All permanent positions in the Forest Service are filled by appointment from a list of eligibles furnished by the Civil Service Commission. Eligible lists are established as a result of competitive examination; some examinations require a written test and others do not. In an examination not requiring a written test, the applicant is rated primarily on the experience and education shown in the completed application form he submits. Whether the examination is written or not, the applicant with the highest score is placed at the top of the eligible list.

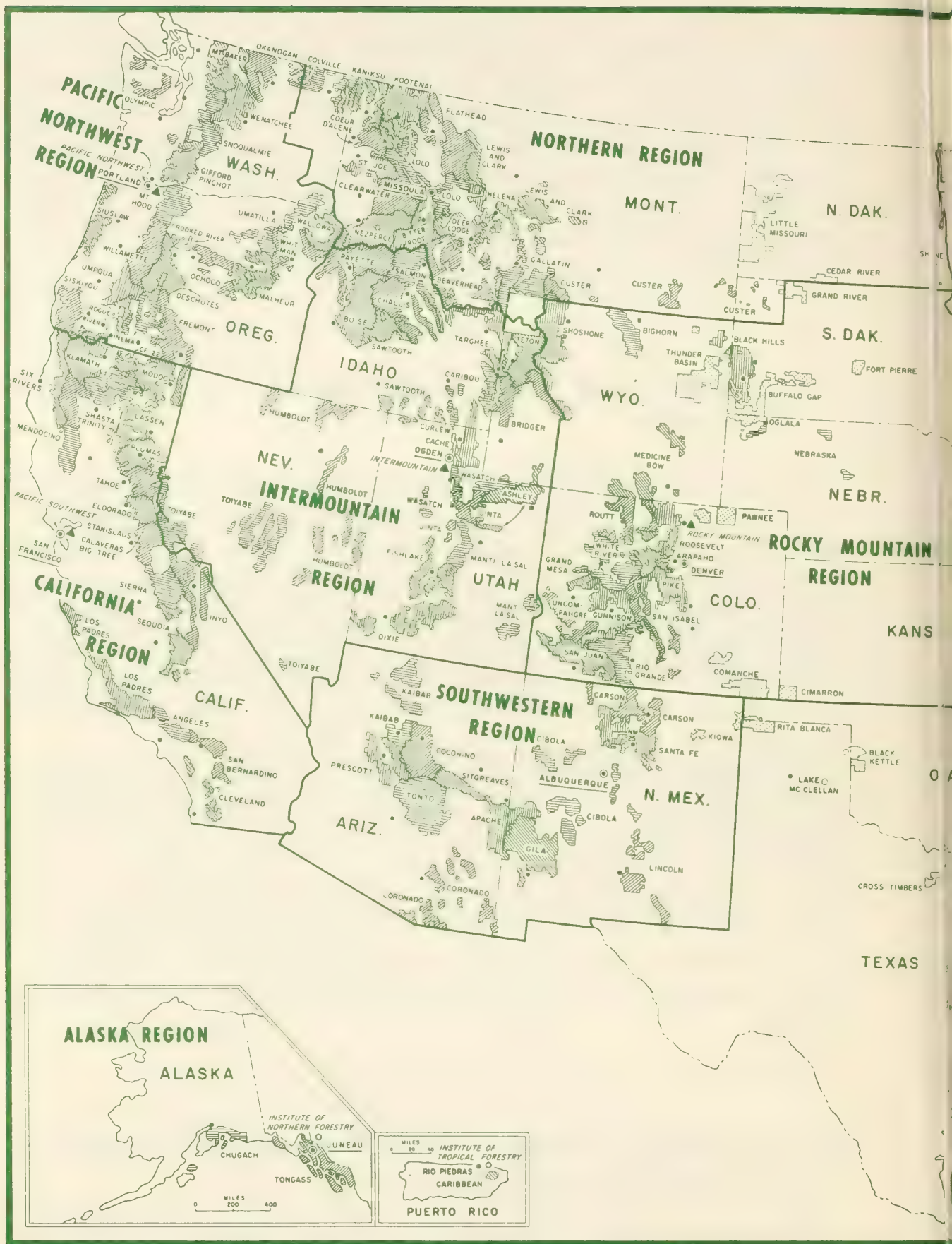
Competitive civil service examinations are held for all but temporary positions in the Forest Service. Information about examinations may be obtained from any of the Area Offices of the U.S. Civil Service Commission listed on page 14.

Each examination announcement describes the conditions (education, experience, etc.) under which an applicant may be admitted to the examination. Read these announcements carefully. Applicants who do not meet the minimum qualification requirements are rated ineligible.

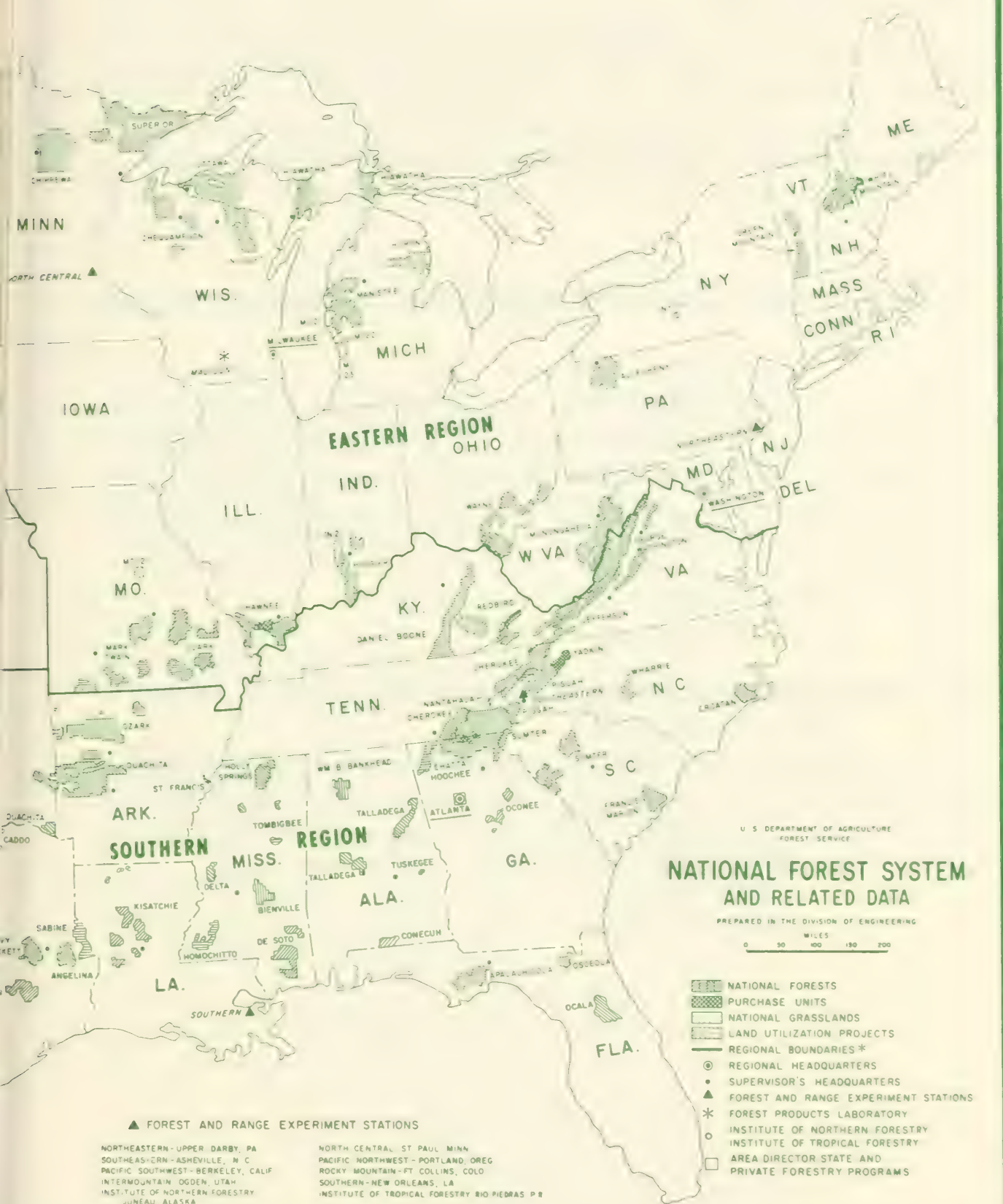
## **10. Can Physically Handicapped Persons be Employed as Nonprofessional Workers in the Forest Service?**

The Federal Government, as the Nation's largest employer of handicapped people, has a well-developed program aimed at their employment. There are some positions in the Forest Service to which

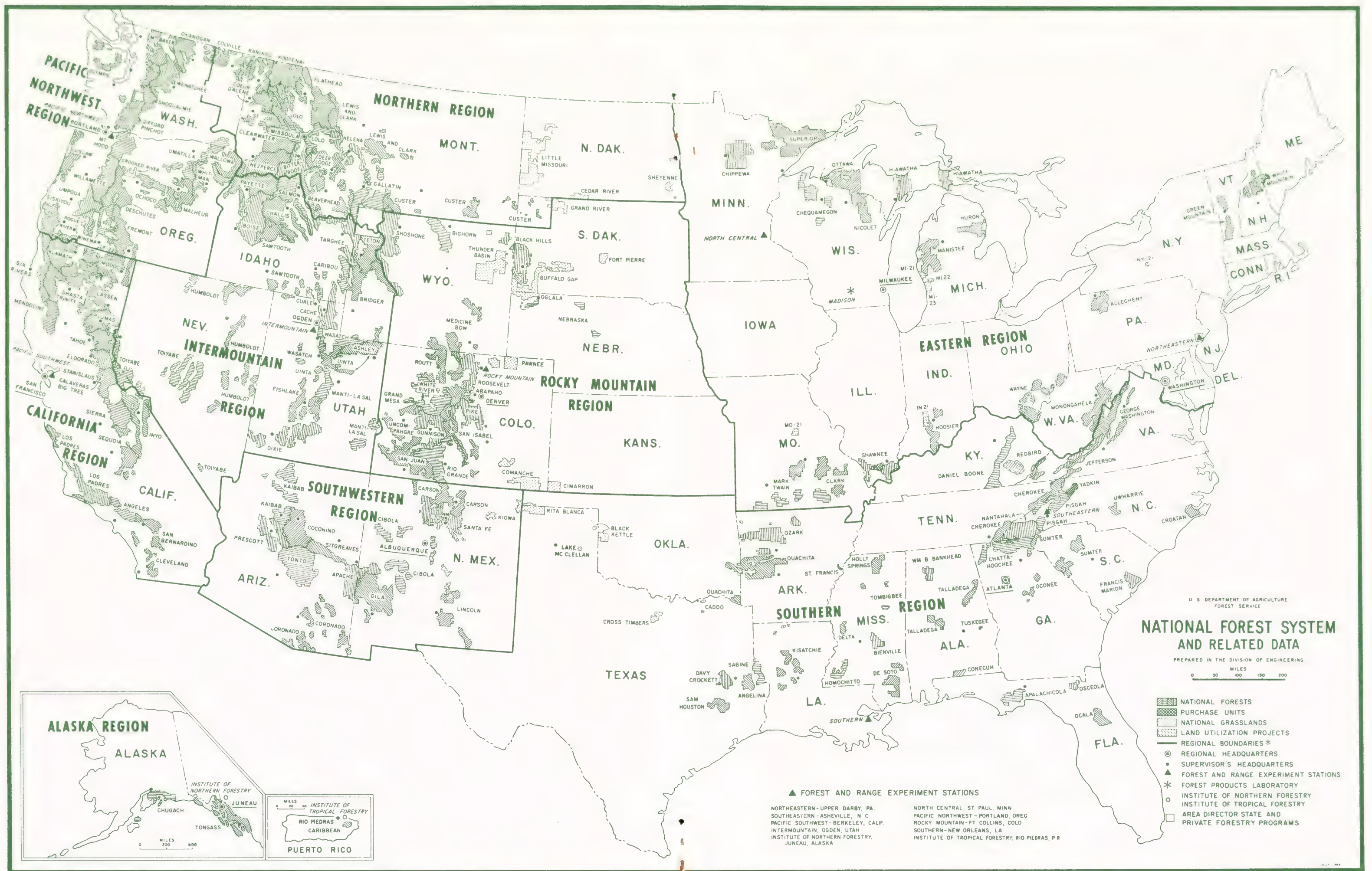


















physically handicapped persons can be assigned, and whenever possible, these assignments are made.

However, employment on the National Forests is inherently arduous and hazardous; male employees are subject to fire duty and may be called upon to perform flood and storm control duties during emergency situations.

The Civil Service Commission has established certain physical requirements for these positions. They are necessarily rigid for the protection of both the individual and the Government. Any physical condition which would cause an individual to be a hazard to himself or to others will disqualify him for employment with the Forest Service.

## **11. Does the Forest Service Employ Noncitizens in Their Nonprofessional Jobs?**

Civil Service regulations state that noncitizens may be employed only in the absence of qualified citizens, or persons who owe permanent allegiance to the United States. Since there are usually more applicants than there are jobs, the Forest Service has filled its positions with qualified citizens.

## **12. Are Employment Opportunities Equal for All?**

The Forest Service is an equal opportunity employer, and appointments are based on qualifications without regard to race, sex, creed, color, national origin, politics, or any other nonmerit factor. This same principle of equal opportunity applies to job advancement.



## REGIONAL FORESTERS

*For further general information, write to the Regional Forester in charge of the region where you wish to work (see map). The addresses are as follow:*

**Address to: Regional Forester, USDA Forest Service**

### **Northern Region**

**Federal Building  
Missoula, Mont. 59801**

### **Rocky Mountain Region**

**Federal Center, Building 85  
Denver, Colo. 80225**

### **Southwestern Region**

**517 Gold Avenue SW.  
Albuquerque, N. Mex. 87101**

### **Intermountain Region**

**324 25th Street  
Ogden, Utah 84401**

### **California Region**

**630 Sansome Street  
San Francisco, Calif. 94111**

### **Pacific Northwest Region**

**319 Pine Street SW.  
Post Office Box 3623  
Portland, Oreg. 97208**

### **Southern Region**

**Suite 800,  
1700 Peachtree Road NW.  
Atlanta, Ga. 30309**

### **Eastern Region**

**633 W. Wisconsin Avenue  
Milwaukee, Wis. 53203**

### **Alaska Region**

**Federal Office Building  
Post Office Box 1628  
Juneau, Alaska 99801**



## AREA OFFICES OF THE U.S. CIVIL SERVICE COMMISSION

For specific information regarding civil service examinations for the positions mentioned, write to the area office of the U.S. Civil Service Examiners serving the area in which you seek employment. The areas they serve and their addresses are given in the following pages.

<i>Area served</i>	<i>Address</i>
Northern Alabama	806 Governors Drive SW. Huntsville, Ala. 35801
Southern Alabama (Russell County, see southern Georgia); Florida counties west of Apalachicola River	107 St. Francis Street Mobile, Ala. 36602
Alaska	Hill Building 632 Sixth Avenue Anchorage, Alaska 99501
Arizona	44 West Adams Street Phoenix, Ariz. 85003
Arkansas (Crittenden and Miller Counties, see Tennessee and northern Texas); Le Flore and Sequoyah Counties, Okla.	Room 3305 700 W. Capitol Avenue Little Rock, Ark. 72201
California: Kern, Los Angeles, Orange, San Luis Obispo, Santa Barbara, and Ventura Counties	851 South Broadway Los Angeles, Calif. 90014
Sacramento area and northern California	Suite 125 455 Capitol Mall Sacramento, Calif. 95814
Riverside and San Bernardino Counties	380 West Court Street San Bernardino, Calif. 92401
San Diego and Imperial Counties	1400 Fifth Avenue San Diego, Calif. 92101
Central California (Lassen County, see Nevada)	Box 36122 450 Golden Gate Avenue San Francisco, Calif. 94102



<i>Area served</i>	<i>Address</i>
Colorado	Post Office Building, Room 203 18th and Stout Street Denver, Colo. 80201
Connecticut; Berkshire, Franklin, Hampden, and Hampshire Counties, Mass.	Federal Building, Room 716 450 Main Street Hartford, Conn. 06103
Delaware	U.S. Post Office and Courthouse 11th and King Streets Wilmington, Del. 19801
Florida east of Apalachicola River (west of Apalachicola, see southern Alabama)	3101 Maguire Boulevard Orlando, Fla. 32803
Northern Georgia (Walker County, see Tennessee)	275 Peachtree Street NE. Atlanta, Ga. 30303
Southern Georgia; Russell County, Ala.; and Aiken County, S.C.	Federal Building 451 College Street Macon, Ga. 31201
Hawaii and Western Pacific area	Federal Building Honolulu, Hawaii 96813
Idaho	Room 663 Federal Building 550 W. Fort St. Boise, Idaho 83702
Illinois	Room 1322 219 South Dearborn Street Chicago, Ill. 60604  Bldg. 3400 Electronics Supply Office Great Lakes, Ill. 60088  Bldg. 103 Rock Island Arsenal Rock Island, Ill. 61201
Indiana (Clark, Dearborn, and Floyd Counties, see Kentucky and southern Ohio); Henderson County, Ky.	Room 102 36 South Pennsylvania Street Indianapolis, Ind. 46204

<i>Area served</i>	<i>Address</i>
Iowa (Scott and Potawottamie Counties, see Illinois and Nebraska)	Federal Building 210 Walnut Street Des Moines, Iowa 50309
Kansas (Johnson, Leavenworth, and Wyandotte Counties, see western Missouri)	Room 101 120 S. Market St. Wichita, Kans. 67202
Kentucky (Boone, Boyd, Campbell, Christian, Henderson, and Kenton Counties, see southern Ohio, West Virginia); Clark and Floyd Counties, Ind.	Room 167 600 Federal Pl. Louisville, Ky. 40202
Louisiana	600 South Street New Orleans, La. 70130
Maine	Federal Building Augusta, Maine 04330
Maryland	Federal Office Building Lombard Street and Hopkins Place Baltimore, Md. 21201  (Wash. D.C. Area) Federal Center Bldg. Hyattsville, Md. 20782
Massachusetts Boston area (Essex, Norfolk, Middlesex, Plymouth, Suffolk, and Worcester Counties) For rest of Massachusetts, see Rhode Island and Connecticut	Post Office and Courthouse Building Boston, Mass. 02109
Michigan	144 West Lafayette Street Detroit, Mich. 48226
Minnesota (Clay County, see North Dakota); Douglas County, Wis.	Federal Building, Room 196 Fort Snelling St. Paul, Minn. 55111
Mississippi	802 North State Street Jackson, Miss. 39201
Western Missouri; Johnson, Leavenworth, and Wyandotte Counties, Kans.	Federal Building 601 East 12th Street Kansas City, Mo. 64106



<i>Area served</i>	<i>Address</i>
Eastern Missouri; Madison and St. Clair Counties, Ill.	Federal Building 1520 Market Street St. Louis, Mo. 63103
Montana	130 Neill Avenue Helena, Mont. 59601
Nebraska; Potawottamie County, Iowa	U.S. Court and Post Office Building 215 North 17th Street Omaha, Nebr. 68102
Nevada	300 Booth Street Reno, Nev. 89502
	300 Las Vegas Blvd. S. Las Vegas, Nev. 89101
New Hampshire	Federal Building Daniel and Penhallow Streets Portsmouth, N.H. 03801
New Jersey (Camden County, see eastern Pennsylvania)	Federal Building 970 Broad St. Newark, N.J. 07102
New Mexico (Dona Ana and Otero Counties, see western Texas)	421 Gold Avenue SW. Albuquerque, N. Mex. 87101
New York State	301 Erie Boulevard West Syracuse, N.Y. 13202
New York City, Long Island and Rockland, Westchester, Orange, Dutchess, and Putnam Counties	Federal Building 26 Federal Plaza New York, N.Y. 10007
North Carolina	310 New Bern Ave. P.O.B. 25069 Raleigh, N.C. 27611
North Dakota; Clay County, Minn.	Room 20C, 657 2nd Ave. Fargo, N. Dak. 58102
Northern Ohio	1240 East 9th Street Cleveland, Ohio 44199

<i>Area served</i>	<i>Address</i>
Southern Ohio (Belmont, Jefferson, and Lawrence Counties, see West Virginia); Dearborn County, Ind.; Boone, Campbell and Kenton Counties, Ky.	Knott Building 21 East Fourth Street Dayton, Ohio 45402
	Room 1523 550 Main St. Cincinnati, Ohio 45202
Oklahoma (Le Flore and Sequoyah Counties, see Arkansas)	210 NW. Sixth Street Oklahoma City, Okla. 73102
Oregon; Clark County, Wash.	319 SW. Pine Street Portland, Oreg. 97204
Eastern Pennsylvania; Camden County, N.J.	128 North Broad Street Philadelphia, Pa. 19102
Central and western Pennsylvania	1000 Liberty Avenue Pittsburgh, Pa. 15222
Rhode Island; Barnstable, Bristol, Dukes, and Nantucket Counties, Mass.	Federal Building and Post Office Kennedy Plaza Providence, R.I. 02903
South Carolina (Aiken County, see southern Georgia)	334 Meeting Street Charleston, S.C. 29403
South Dakota	919 Main Street Rapid City, S. Dak. 57701
Tennessee; Crittenden County, Ark.; Christian County, Ky.; and Walker County, Ga.	Federal Office Building 167 North Main Street Memphis, Tenn. 38103
Northern Texas; Miller County, Ark.	Room 103 1100 Commerce Street Dallas, Tex. 75202
	819 Taylor Street Fort Worth, Tex. 76102
Western Texas; Dona Ana and Otero Counties, N. Mex.	411 North Stanton Street El Paso, Tex. 79901



<i>Area served</i>	<i>Address</i>
Southeastern Texas	702 Caroline Street Houston, Tex. 77002
	Room 105 Downtown Postal Station 701 N. Upper Broadway Corpus Christi, Tex. 78401
Southern Texas	U.S. Post Office and Courthouse Bldg. San Antonio, Tex. 78205
Utah	135 South State Street Salt Lake City, Utah 84111
Vermont	Federal Building Elmwood Avenue and Pearl Street Burlington, Vt. 05401
Virginia (cities of Alexandria, Fairfax, and Falls Church; Arlington, Fairfax, Loudoun, Stafford, Prince William, and King George Counties, see District of Columbia)	415 St. Paul Boulevard Norfolk, Va. 23510
Washington (Clark County, see Oregon)	Federal Office Building First Avenue and Madison Street Seattle, Wash. 98104
West Virginia; Belmont, Jefferson, and Lawrence Counties, Ohio; Boyd County, Ky.	Federal Building 500 Quarrier Street Charleston, W. Va. 25301
Wisconsin (Douglas County, see Minnesota)	Room 215 161 West Wisconsin Avenue Milwaukee, Wis. 53203
Wyoming	Room 108 1805 Capitol Avenue Cheyenne, Wyo. 82001
Puerto Rico and Virgin Islands	255 Ponce de Leon Avenue Hato Rey, P.R. 00917
District of Columbia; nearby counties of Maryland and Virginia; overseas areas except Western Pacific	Civil Service Commission Building 1900 E Street NW. Washington, D.C. 20415



Other publications containing information on forestry and the work of the Forest Service are:

Forestry Fact Sheet (FS-40)

Forests Forever (FS-21)

So You Want to be a Forester (FS-100)

What the Forest Service Does (FS-20)

Women's Work in the Forest Service (MP-1058)

These publications may be obtained from your Regional Forester at the addresss given on page 13.











